DOCUMENT RESUME

ED 047 691 LI 001 060

TITLE	NYSILL: The New York State Interlibrary Loan Network.
INSTITUTION	New York State Library, Albany.
PUB DATE	Jul 68
NOTE	45p.
EDRS PRICE	EDRS Price MF-$0.65 HC-$3.29
DESCRIPTORS	*Interlibrary Loans, Library Circulation, Library Collections, *Library Cooperation, *Library Networks, *Library Services, Public Libraries, State Libraries
IDENTIFIERS	*New York State Interlibrary Loan Network, NYSILI

ABSTRACT

In order to make the information resources of New York State more accessible to researchers, the New York State Library instituted in April, 1967, a pilot experiment in compensated interlibrary loan, involving major public libraries and subject resource libraries. The collections of these libraries supplement the State Library in its service to the public; each is reimbursed on a per item basis for materials which they lend. The State Library serves as the referral agency for Area Referral Centers and Subject Referral Centers and as the hub and monitor of the interlibrary loan transactions. This document explains the structure and operation of the New York State Interlibrary Loan Network (NYSILL), who may use the services, how to use them, and what materials may or may not be obtained through the system. (SG)

ERIC/CLIS
NOV 7'68
UNIVERSITY OF MINNESOTA

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

LI 001060

ED047691

NYSILL

the

New York State Interlibrary Loan Network

July 1968

NYS 1818 1968 LIBRARY

The University of the State of New York
The State Education Department
THE NEW YORK STATE LIBRARY
Albany 12224

LI 001060

TABLE OF CONTENTS

I. The New York State Interlibrary Loan Network (NYSILL).

II. How Requests are Referred through the NYSILL Network.

III. Who may use NYSILL ?

IV. What may be requested under the NYSILL program ?

V. What materials may not be requested under the NYSILL program ?

VI. How to submit requests:
1. Mail requests
2. Teletype requests
3. Subject Code for Interlibrary Loan Requests in NYSILL

VII. Reports on Interlibrary Loan Transactions.

VIII. Policy Governing the Loan of Material.

IX. The New York State Library Interlibrary Loan Policy.

X. The Contracting Libraries in NYSILL.

XI. Directory of NYSILL Contracting Libraries.

I. The New York State Interlibrary Loan Network

In order to make the information resources of New York State more accessibile to researchers, the New York State Library instituted in April, 1967, a pilot experiment in compensated interlibrary loan, involving three major public libraries and nine[1] of the largest subject resource libraries. The collections of these great libraries supplement the State Library in its service to the public, and they are reimbursed on a per item basis for materials which they lend.

The New York State Interlibrary Loan Network is organized around the State Library which serves as the referral agency and the hub and monitor of the transactions. The referral procedure provides: first, an equitable distribution of requests geographically to avoid overloading resource centers with referrals from any one area; and, second, a judgemental review prior to allocation of requests to an appropriate subject resource. The process is as follows:

1. Requests for library materials are sent by all types of libraries to the New York State Library by teletype or mail. The Interlibrary Loan unit of the State Library searches the material in the State Library's collection.

2. If the material is available for circulation in the State Library collection, it is provided in the original or photocopy.

3. If the wanted material is not available at the State Library, the Interlibrary Loan unit determines which libraries in the Network will be asked to supply the material requested and will indicate an order of referrals. The first referral library will usually be an Area Referral Center.

Area Referral Centers are public libraries in the Network with large general collections. For the most part, they serve as backstop resource libraries for a particular geographic region. However, because these libraries have notable subject strengths in specific areas of knowledge, they may be asked to supply materials to any part of the state.

[1] The number of participating libraries will be revised in 1968-69 to provide additional subject coverage.

The Area Referral Centers are:

The Brooklyn Public Library (code letters: NB), to which the referrals from the Westchester Library System, Nassau Library System and Suffolk Cooperative Library System are sent.

The Buffalo and Erie County Public Library (code letters: NBU), which receives referrals for libraries in (a) Mohawk Valley Library Association, (b) Upper Hudson Library Federation, (c) Pioneer Library System, (d) Chautauqua - Cattaraugus Library System, (e) North Country Library System, (f) Nioga Library System, (g) Clinton-Essex-Franklin Library, (h) Southern Adirondack Library System, and (i) Four County Library System.

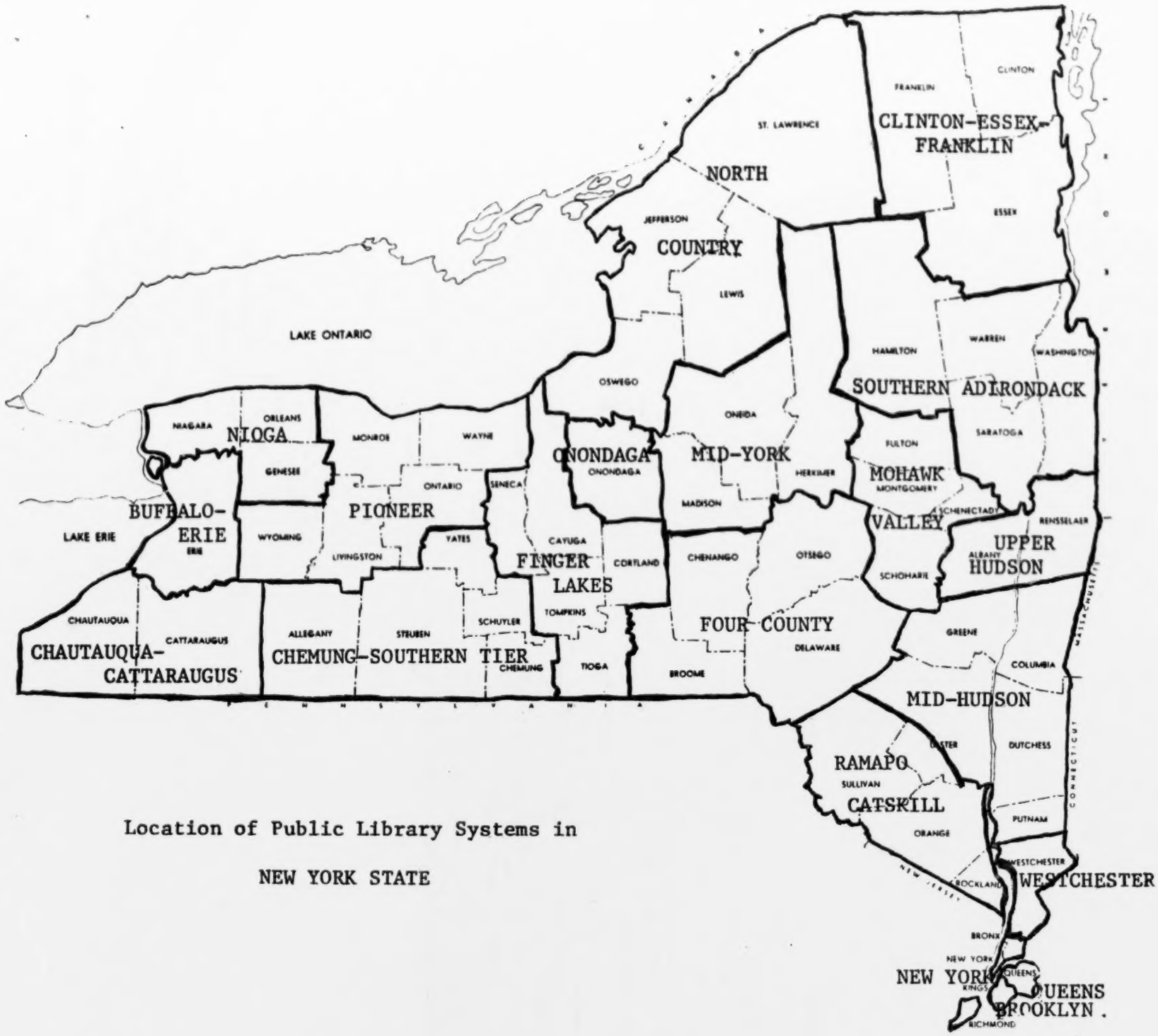
The Rochester Public Library (code letters: NR), Monroe County, to which referrals are channeled for the following: (1) Buffalo and Erie County Public Library, (2) Chemung-Southern Tier Library System, (3) Finger Lakes Library System, (4) Onondaga Library System, (5) Mid-York Library System, (6) Brooklyn Public Library, (7) The New York Public Library, (8) Queens Borough Public Library System, (9) Mid-Hudson Libraries, and (10) Ramapo-Catskill Library System.

Requests which can be filled at the Area Referral Centers are satisfied by direct mailings from the Centers to the library which originated the inquiry. Should the requested material not be available, the Center reports to the State Library, and the State Library reports to the source from which the request was transmitted.

4. If the material is not supplied by the first referral library, this library refers the request to the next referral library selected by the State Library. This will ordinarily be a Subject Referral Center, although a request may be sent to a second Area Referral Center.

Subject Referral Centers

Subject Referral Centers have contracted with the New York State Library to supply materials in specific subject areas (see Directory of NYSILL Contracting Libraries). This means that there are materials in these libraries which are



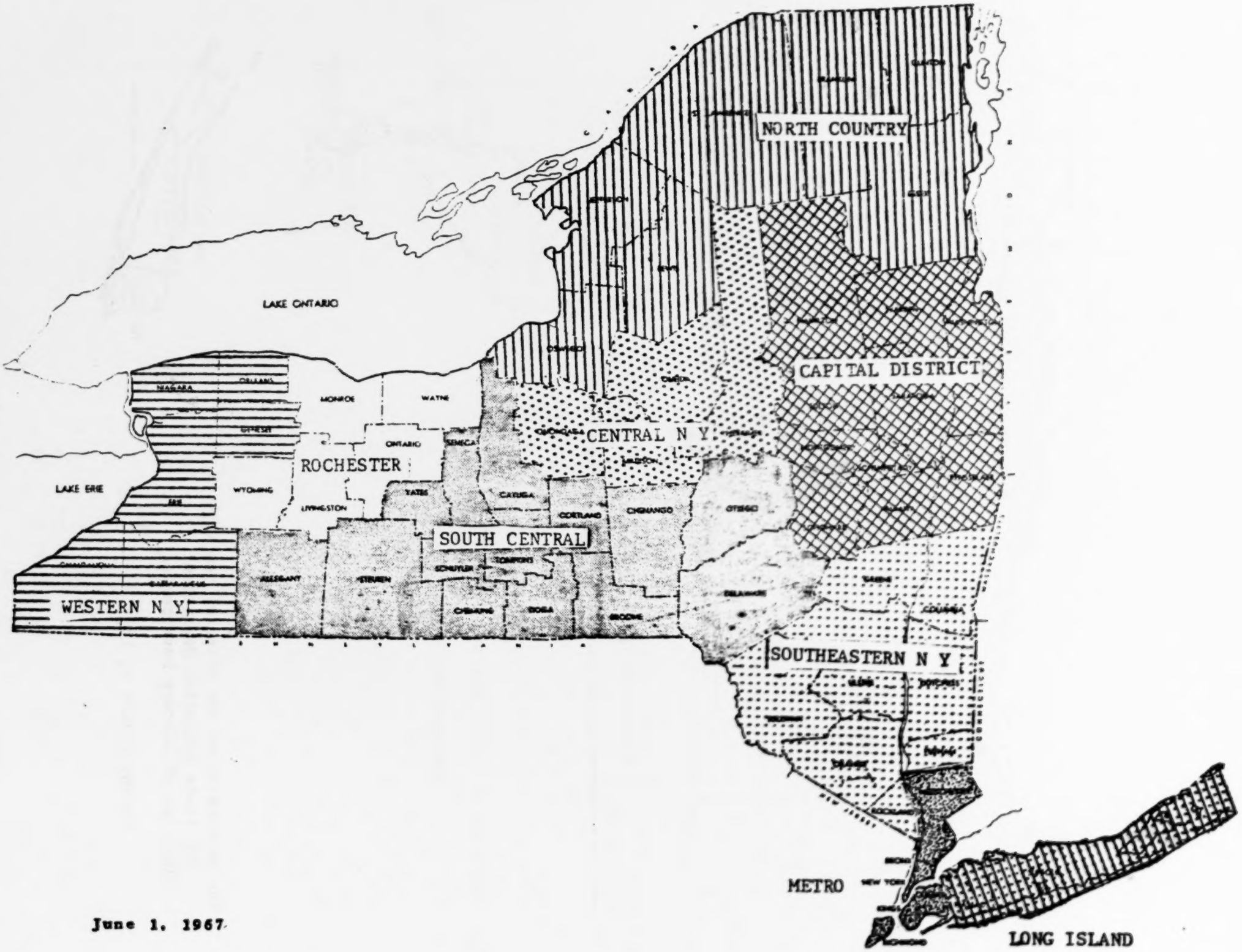
Location of Public Library Systems in

NEW YORK STATE

The University of the State of New York
The State Education Department
Division of Library Development

Albany - July 1, 1967

MAP OF REFERENCE AND RESEARCH LIBRARY SYSTEMS



June 1, 1967

not covered by contracts. However, when appropriate, the State Library will attempt to obtain any materials known to be located in the Subject Referral Centers, particularly those holdings which appear in union lists.

The Subject Referral Centers are: The New York Public Library (code letters: NN), Engineering Societies Library (NNE), the New York Academy of Medicine (NNN), Union Theological Seminary Library (NNUT), Columbia University Libraries (NNC), Cornell University Libraries (NIC), Teachers College Library (NNC-T), New York University Libraries (NNU), and the American Museum of Natural History (NNM).

If the second or subsequent libraries to which a request has been referred can fill it, the material is mailed to the requesting library, and the State Library is so notified.

If the request cannot be filled, it is referred to the next referral library indicated in the State Library's routing until all have acted upon it. Action on the request is reported to the State Library by each library which received it.

The State Library will make a final report on the request to the source from which the request was received by the State Library.

In the present experiment there are no plans to involve out-of-state resources. It is anticipated that the successful development of the Network will some day make such planning possible and will reflect further change.

All contracting referral libraries have exchange teletype service (TWX) for the receipt and transmission of requests.

The NYSILL program relies heavily upon the twenty-two Public Library Systems (see map) of the State, several of which were already operating as referral agencies, serving public, academic, and special libraries within their areas.

The emerging Library Reference and Research Resources Systems (see map) have in some instances contracted with the Public Library Systems to provide delivery services for materials obtained through interlibrary loan to academic and special libraries in their regions. Such arrangements will increase the speed and efficiency of the Network so as to extend its benefits to all types of libraries in every part of the State.

II. How requests are referred through the NYSILL Network.

II. 1. Receipt at the New York State Library

Interlibrary loan requests are received by the Interlibrary Loan Unit of the New York State Library and examined for codings and the completeness of the information provided.

II. 2. Search at the New York State Library

The material requested is searched in the New York State Library's own collections. Corrections and emendations which can be made without extensive searcing are made by the State Library Staff. However, originating libraries and other intermediate referral libraries are expected to use all resources at their command to verify and correct citations. Any additional information which will help to speed a request through the network may be added (see D under heading MAIL REQUESTS and under heading TELETYPE REQUESTS.)

If the material requested is owned by the State Library and is available for circulation or photocopying, it will be mailed.

II. 3. Area Referral.

If the material is not in the State Library, the request is evaluated for its suitability for referral, coded for referral through the network, and forwarded to the appropriate Area Referral Center (See Foreward).

The Area Referral Center searches the materials in its collection. If available, the material is mailed directly to the library at which the request originated. If the material is unavailable at the Area Referral Center for any reason, the Center will so report to the State Library, and forward the request to the next referral center designated by the State Library.

NOTE: Requests for research materials coming from colleges and universities of the 4-year level and above, from research libraries and from medical libraries, which cannot be supplied from the resources of the State Library, will generally be referred directly to a Subject Referral Center rather than an Area Referral Center, in order to save time in supplying advanced research materials.

II. 4. Alternative area referral

At the discretion of the Interlibrary Loan Unit, when the character of the material requested seems to indicate the likelihood of its existence at another Area Referral Center, the request may then be referred to a second Area Referral Center.

When the wanted material is not available at an Area Referral Center, the request proceeds, via teletype, to the appropriate Subject Referral Center.

II. 5. Subject referral

The Subject Referral Center searches the materials in its collection. If available, the material is mailed directly to the requesting library. If the material requested is not available, the request is referred to a subsequent referral center, if so specified by the State Library, and any action taken is reported to the State Library.

II. 6. Final report

When a request has been acted upon by all referral libraries designated by the State Library, a final report on the transaction will be sent to the requesting library or reader.

II. 7. Special referral patterns

The standard pattern of referrals through the NYSILL Network is based upon the following principles:

a) the need to make full use of existing public resources, including the State Library,
b) the need to prevent overload on a few libraries,
c) the need for economy.

During this phase of the NYSILL program, accordingly, the State Library will continue to compensate backstopping area and subject referral centers only if requests are referred through the Network by the State Library. College, university, and other libraries which wish to bypass the State Library may do so, of course. As before, interlibrary loan will undoubtedly occur both in and out of the NYSILL Network. It will be left to the contracting backstopping libraries to decide whether they feel able to loan materials outside the NYSILL Network, and under what conditions, including the possible question of payment by the borrowing library.

II.7.1. Provisions for large academic libraries

However, academic institutions which have one million or more volumes [1] may, in cases which in their judgement require resources located in a subject referral library, go directly to one of the subject resource libraries, bypassing the State Library. This is an experimental provision to benefit the largest university libraries of the State, whose collections are as large or larger than that of the State Library. These libraries must submit a copy of their request to the State Library at the time the request is initiated, if compensation is to be paid to the contracting backstopping library. The subject resource library will notify the State Library, if the requests are filled. An evaluation of the nature of these requests will be made.

Each request so referred must be assigned an identification nember distinguishable from NYSILL codings in order to enable the State Library to keep a record of the handling of these requests. A request should retain the same identification number regardless of the number of times it is referred.

II.7.2. "Urgent" Service for Medical Profession

In the evaluation of the first phase of the NYSILL program it was recommended that "a system for handling urgent interlibrary loan requests should be developed."[2] As an initial experiment in this area, priority will be given to any request which the medical profession characterizes as "urgent." Top priority will thus go to such urgent medical requests. Experimentation with this one category of "urgency" will provide a basis for defining and designating other categories of "urgency." Further, as the whole Network performance improves and is speeded up, the need for special categories of service may diminish.

[1] An institution's latest official certification of collection size on record with the State Education Dept. will be used to identify such institutions.

[2] Nelson Associates, Incorporated. An evaluation of the New York State Library's NYSILL pilot program. (New York), March 1968, p.103.

III. Who may use NYSILL ?

III.1. The New York State Library - A resource for all.

The New York State Library's policy of serving all citizens remains unchanged. Any library in New York State may submit interlibrary loan requests to the State Library.

III.2. The NYSILL Network - an additional resource for the research community.

The use of the New York State Interlibrary Loan Network is intended for the serious inquirer, and libraries of all types who hope to participate in the benefits of the program are expected to excercise a judgemental responsibility for determining the seriousness of an inquirer's request. In keeping with the objective of service to the research community which characterizes the Library Reference and Research Resources Program, the New York State Library will code as ineligible for further referral any requests from persons under 18 years of age and from the inmates of mental or penal institutions.

Interlibrary loan requests may be submitted by mail ot teletype (TWX).

IV. What may be requested under the NYSILL Program?

The eligibility of requests for materials for referral beyond the New York State Library is determined by the intent and purpose of the Library Reference and Research Resources Program. This may be most succinctly defined as information service to the research community of the State. The type of material appropriate for request is also suggested by the very character of the contracting libraries whose services are to serious inquirers in specialized subject areas.

In general, books and other monographic works which may safely be sent through the mails, and articles in periodical and serial publications not more than 24 pages in length may be requested. However, the New York State Library and the referral libraries reserve the right to decline to supply materials when their condition is too poor to circulate or to photocopy.

The New York State Library and the referral libraries reserve the right to supply material requested in photocopy. The State Library supplies 24 pages of photocopy free of charge when the material may be supplied from its own collection. In excess of 24 pages a charge of 10¢ per page is made; this charge applies to the entire number of pages, not just the pages in excess of 24.

Libraries are reminded that the NYSILL program is intended to increase the availability of materials for serious study. In the examination of referral requests at the State Library it is difficult to evaluate a reader's purpose from a distance; it is expected that originating libraries will describe the need for materials which may appear to be doubtful for research purposes. Requests for books in the following categories will not be referred without the availability of some explanation: self-help (for example, books on typing and shorthand are never available in sufficient quantities to meet local demand), cookbooks, sports and recreation, hobbies, elementary foreign language grammars. When the reader's request for such material seems to the librarian to be justified by serious purpose, acceptable substitutes for the title requested should be listed.

Books on college reading lists. Although these materials are eligible for referral, multiple requests for such materials are not likely to be satisfied. Requesting libraries may find it advisable to maintain a record of such materials, and to gauge their requests accordingly. Requests for textbooks, when clearly identifiable as such, will not be referred.

V. What materials may not be requested under the NYSILL Program?

V.1. Types of material

Fiction. No contracts have been negotiated for the loan of fiction. Requests for fiction will be handled by the New York State Library within the limitations of its own collection. If there are special conditions where works of fiction are needed for serious research an explanation must be included with the request, for the guidance of the staff at the State Library and the referral libraries.

Current publications, and materials in popular demand. Libraries should not rely upon interlibrary loan facilities to supply monographs published in the current year. Neither the State Library nor the referral sites can supply copies of publications in current popular demand. This includes how-to-do-it books, textbooks, purely recreational and current ephemeral materials.

Two "in circulation" reports at any time in the chain of referral shall be interpreted as indicative of popular demand and thus shall render the request ineligible for further referral.

Reference works. Requests for copies of standard reference works are unlikely to be honored, particularly when the most recent edition is requested. If specific material can be reproduced to fulfill a request, this should be so stated, and the pages specified, if known.

Genealogy. Materials in this subject are not generally available through interlibrary loan. It may be possible to supply such material on microfilm, and if local facilities for reading or copying from microfilm are available, this should be stated in the request. Almost all requests for genealogy require some reference work. Reference requests are not eligible for referral in the network.

Rare Books. Rare and unique volumes are not available through interlibrary loan. If specific pages can be cited, this should be done. If the condition of the material permits, it may be possible to supply photocopies or microfilm of the material wanted.

Children's books. Requests for children's books are not eligible for referral. If there are special conditions where such titles are needed for serious study, by an adult reader, an explanation must be included for the guidance of the staff at the State Library and the referral libraries.

Paperbacks and current materials. Materials currently in print and priced at $5 or less are not eligible.

Multi-volume sets. Books published in more than three volumes are ordinarily not available through interlibrary loan. If the specific volume desired cannot be identified without the use of the set, it may be suggested that a request for photocopy of the table of contents, or of the pertinent pages of the alphabetical index, may be helpful to the reader.

Restricted materials. Requests for materials which the originating library itself or the system forwarding the request will not lend and/or copy should not be submitted to the Network.

V.2. Subject requests not eligible for referral

Subject requests, in other words, requests requiring reference work, including requests for the preparation of bibliographies are ineligible for referral. The New York State Library continues to accept subject requests and will seek the materials within its own resources.

V.3. Evaluation of eligibility by the New York State Library

The Interlibrary Loan Unit of the New York State Library will evaluate the suitability of requests for referral, and will route them accordingly. Mail requests deemed ineligible for further referral will be returned to the sender; teletype requests considered ineligible will be so reported to the request transmission site.

VI. How to submit requests

Interlibrary loan requests may be submitted by mail or by teletype (TWX) . Teletype requests receive priority.

Libraries submitting requests by mail are asked to use the New York State Library Request for Interlibrary Loan form. This form may be obtained in quantity from:

New York State Library
Loan Desk
Albany, New York 12224

Libraries which customarily use the ALA approved interlibrary loan form may submit requests on this form. However, because they must be transferred to a format suitable for handling by the State Library, there may be some delay in referring such requests into the Network.

VI. 1. MAIL REQUESTS

The following information is needed for mail requests:

VI. 1. 1. Books and monographs (see Exhibit A.1)

1. author
2. title
3. place of publication, publisher, copyright & publication date
4. name of requesting institution
5. mailing address of requesting institution
6. signature of borrower or responsible library employee
7. date after which material is not wanted

VI. 1. 2. Periodicals and serials (see Exhibit A.2)

1. name of periodical/serial
2. volume number and exact date of periodical
3. author of article
4. title of article
5. name of requesting institution
6. mailing address of requesting institution
7. signature of borrower or responsible library employee
8. date after which material is not wanted

VI. 1.3. Additional information required for referral.

If a mail request is to be referred into the NYSILL network, the following additional information is required:

A. approximate Dewey Classification number
B. status of reader requesting the material, as follows:

S-Student
F-Faculty
P-Professional
O-Other

C. Reference verification
D. Any additional information which may be helpful in satisfying the request, such as:
   1. Additional bibliographic information, e.g. part of a society or publisher's series; thesis/ dissertation, sources searched locally, etc.

2. Location of material if known through prior experience.
3. Locations indicated in union lists.

This additional information is needed to accelerate the progress of requests through the Network, and to facilitate the monitoring of the NYSILL program.

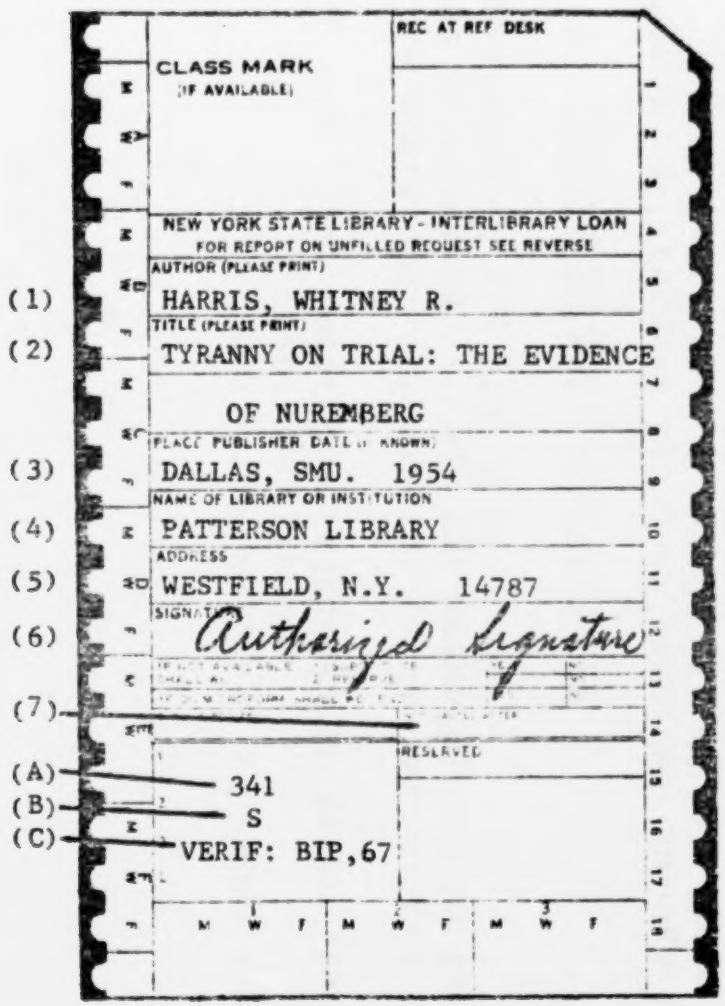
VI. 1. 4. Report on mail transactions

When a mail request has been referred through the NYSILL network, a report of the result of the State Library's search will be made by mail (see Exhibit B).

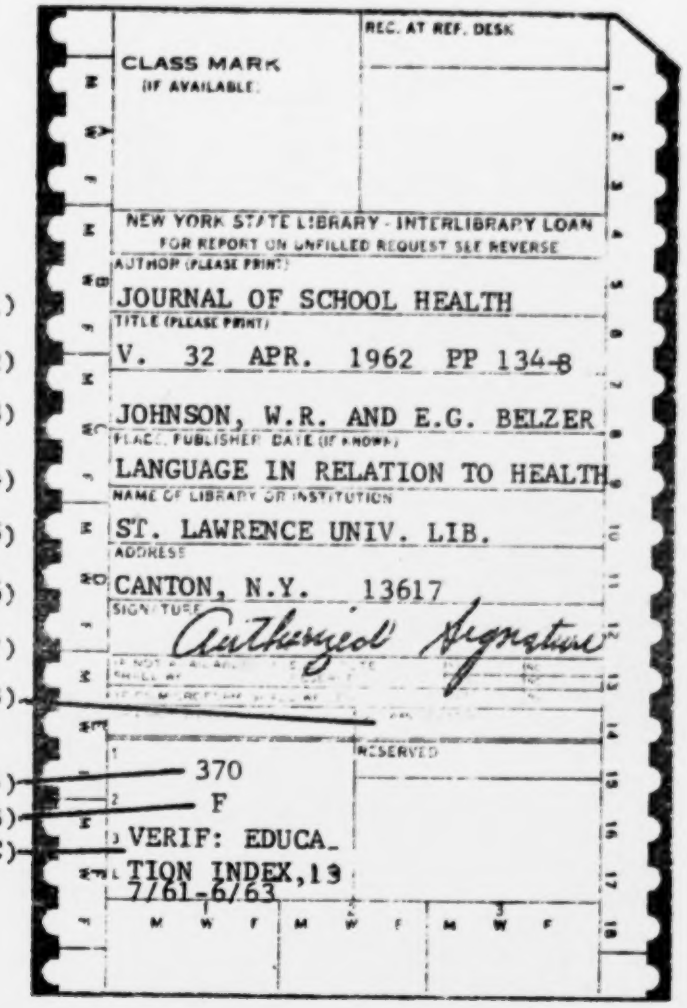
EXIBIT A

SAMPLE MAIL REQUEST

BOOK / MONOGRAPH:
A.1.



PERIODICAL / SERIAL:
A.2.



A.3.

NEW YORK STATE LIBRARY
Loan Desk
ALBANY, NEW YORK 12224
Request for Interlibrary Loan

Please use the front of this form for author and title requests only. Subject requests may be submitted in the box below or by letter if complex.

Please use this box for subject requests when you do not know the title of the book you wish.

D

Report on Unfilled Request

- ☐ 1. Not in Library
- ☐ 2. Ordered. Not yet on shelves. Shall we reserve? .....
- ☐ 3. Out. Shall we reserve? .....
- ☐ 4. Reference. Not circulated.
- ☐ 5. Periodical which does not circulate
- ☐ 6. In bindery
- ☐ 7. Rare. Not circulated.
- ☐ 8. Size and format require expensive packing and high insurance.
- ☐ 9. Reserved for use in Library
- ☐ 10. Temporarily missing from shelves
- ☐ 11. Other .....

L-728-NYSS-300,000

VI - 4

EXIBIT B

The University of the State of New York
The State Education Department
THE NEW YORK STATE LIBRARY
Albany, 12224

To:

From: Interlibrary Loan Section
New York State Library

Subject: Interlibrary loan request

Attached is your interlibrary loan request for material from the New York State Library. We have taken the following action:

/__/ Material sent_____

/__/ Material reserved at New York State Library

/__/ Material not in State Library

/__/ Ineligible for further referral.

/__/ Referred to area referral center. Sent____.

/__/ Referred to subject referral center. Sent____.

/__/ Material not available in referral network.

/__/ Material owned by:

/__/ Request returned:

/__/ Cannot verify

/__/ Bibliographic citation inadequate. Please supply:

/__/ N.B.:

2/68

VI. 2. TELETYPE REQUESTS

The New York State Library has begun planning on an interlibrary loan network involving use of a computer to transmit and edit requests, to monitor the referral of messages through the network, to report on the final status of requests and to provide accounting and statistical data on the program.

Implementation of this program will require design of a fixed format for requests if they are to be processed by the system. Therefore, teletype requests to be referred into the NYSILL network must conform to a prescribed format. This format is one which provides a minimal amount of bibliographic information in an order suitable for efficient search.

Therefore, teletype citations must be submitted in the format described below in order to facilitate search by the State Library and by the referral libraries. The State Library will not refer requests which are not received in this format into the NYSILL network. (Samples of correctly formatted messages appear in Exhibit C).

It is essential that the State Library receive an error-free message because the tape will be used to transmit requests beyond the State Library.

The State Library has prepared a brief instruction course, via TWX, on the preparation of teletype requests. If you wish to have your teletype operator receive such instruction, you may ask for an appointment. Direct your inquiry to Mrs. Mary Felix, Interlibrary Loan Section, New York State Library.

VI. 2.1. Request transaction numbers

Libraries using teletype should precede each request with a transaction number of their own assignment. This number will be recognized by the State Library as the number individual to this request, and all reports on the requests or inquiries about it will refer to this number.

A request transaction number consists of the following parts:

a. An alphabetic abbreviation of not more than <u>four</u> letters, identifying the institution transmitting the request, e.g. BPL, CCLS, SUCP.

b. A number representing the month of the year, e.g. 1 (January), 2 (February), 3 (March)... 11 (November), 12 (December) followed by a hyphen.

c. An item number, assigned serially to requests received during the month, beginning anew with <u>1</u>, each month.

d.* An identification number, preceded by a hyphen, representing each agency for which a transmission site regularly submits requests. The Interlibrary Loan Unit of the State Library should have a current list of these agencies for mailing purposes. The list should include the (1) name, (2) street address, (3) post office address and (4) zip code of each agency.

*Transmission points other than public library systems may find this element unnecessary.

VI. 2.2. Bibliographic elements required in teletype citations

The following information is required in teletype citations:

Books and monographs

(1) Request transaction number
(2) Author
(3) Title
(4) Place of publication, publisher, date
(5) Verification of citation

EXAMPLE:

(1) STLS 11-90-3
(2) PAVESE, CESARE
(3) THE BURNING BRAND: DIARIES 1935-1950
(4) NY, WALTER 1961
(5) CBI 1961-62

Periodicals and serials

(1) Request transaction number
(2) Name of periodical/serial
(3) Volume number of issue, exact date of issue, inclusive page numbers of material desired
(4) Author of article
(5) Title of article
(6) Verification of citation

EXAMPLE:

(1) SUCP 8-27
(2) JOURNAL OF SCHOOL HEALTH
(3) V32 APR 1962 PP 134-8
(4) JOHNSON, W.R. AND E.G. BELZER
(5) LANGUAGE IN RELATION TO HEALTH
(6) VERIF. IN EDUCATION INDEX, 13, JUL. '61-JUN. '63

VI. 2.3 Additional information required for referral into the NYSILL Network

If a teletype request is to be referred into the NYSILL network, the following additional information is required:

(A) Approximate Dewey Decimal Classification number (see VI.3)
(B) Status of reader requesting the material as follows:
S - Student
F - Faculty
P - Professional
O - Other

(C) Name of library to which material is to be mailed.
(D) Post office address of library to which material is to be mailed, including zip code.
(E) Any additional information which may be helpful in satisfying the request, such as:

1. Additional bibliographic information, e.g. part of a society or publisher's series; thesis/dissertation; availability in microform; sources searched locally

2. Location of material, as indicated in printed union lists, or known through prior experience

3. Deadline date, if any.

EXAMPLE:

Book/monograph request:

(1) CCLS 12-135-25
(2) HARRIS, WHITNEY R. 341 (A) S (B)
(3) TYRANNY ON TRIAL: THE EVIDENCE OF NUREMBERG
(4) DALLAS, SMU 1954
(5) BIP '67
(C) PATTERSON LIBRARY
(D) WESTFIELD, N.Y. 14787

(E) OWNED BY NBU

Periodical/serial request:

(1) SUCP 8-27 371 (A) F (B)
(2) JOURNAL OF SCHOOL HEALTH
(3) V32 APR 1962 PP 134-8
(4) JOHNSON, W.R. AND E.G. BELZER
(5) LANGUAGE IN RELATION TO HEALTH
(6) VERIF. IN EDUCATION INDEX, 13, JUL. '61-JUN. '63
(C) ST. LAWRENCE UNIV. LIB.
(D) CANTON, N.Y. 13617

(E) ULS, 3RD ED: N NNC-T NNN NNU
NOT WANTED AFTER 7/1/68

This additional information is needed to accelerate the progress of requests through the network, and to facilitate the monitoring of the NYSILL program.

The formats are summarized in Exhibit C.

EXHIBIT C

1. Book request coded for referral into the NYSILL Network:

(1) CCLS 12-135-25 341(A) S(B)
(2) HARRIS, WHITNEY R.
(3) TYRANNY ON TRIAL: THE EVIDENCE OF NUREMBERG
(4) DALLAS, SMU 1954
(5) BIP '67
(C) PATTERSON LIBRARY
(D) WESTFIELD, N. Y. 14787

(E) OWNED BY NBU

2. Periodical request coded for referral into the NYSILL Network:

(1) SUCP 8-27 371(A) F(B)
(2) JOURNAL OF SCHOOL HEALTH
(3) V32 APR. 1962 PP 134-8
(4) JOHNSON, W.R. AND E.G. BELZER
(5) LANGUAGE IN RELATION TO HEALTH
(6) VERIF. IN EDUCATION INDEX, 13, JUL.'61-JUN.'63
(C) ST. LAWRENCE UNIV. LAB.
(D) CANTON, N.Y. 13617

(E) ULS, 3rd ED: N NNC-T NNN NNU
NOT WANTED AFTER 7/1/68

3. Book request not coded for referral into the NYSILL Network:

(1) STLS 11-90-3
(2) PAVESE, CESARE
(3) THE BURNING BRAND: DIARIES 1935-1950
(4) N.Y., WALTER 1961
(5) CBI 1961-62

(E) WILL ACCEPT SUBSTITUTE.

For explanation, see pp. VI-6 through VI-8.

VI.3 SUBJECT CODE FOR INTERLIBRARY LOAN REQUESTS IN NYSILL

Attached is a general outline of the Dewey Decimal Classification scheme. Because a number of libraries have adopted the Library of Congress classification, LC equivalents have been outlined in parentheses for their guidance in assigning DDC numbers. Because the two classification schemes are not entirely compatible, the LC designations have had to be arbitrary in some cases. All subject coding, for NYSILL and FACTS requests, however, should be coded according to the Dewey table. Examples of some typical requests, using this revised subject classification scheme are attached.

Assignments to subject referral centers will be made by the State Library staff. However, if actual location of an item is known from previous experience or some other authoritative source, it will be helpful if this information is added.

If questions of interpretation arise, please write, phone, or teletype:

Interlibrary Loan Section
New York State Library
Albany, New York 12224

Telephone: 518-474-5383

Teletype: 710-441-8254

Outline of Dewey Decimal Classification

For use in the

New York State Interlibrary Loan Network

000 General works (AZ)
- 010 Bibliography (Z)
- 020 Library science (Z665)
- 030 General encyclopedias (AE)
- 040 General collected essays (PN6)
- 050 General periodicals (AP)
- 060 General societies (AS)
- 070 Newspaper journalism (PN4700)
- 080 Collected works (AC)
- 090 Manuscripts & rare books (Z)

100 Philosophy (B)
- 110 Metaphysics (BD)
- 120 Metaphysical theories (BD)
- 130 Branches of psychology (BD)
- 140 Philosophical topics (B)
- 150 General psychology (BF)
- 160 Logic (BC)
- 170 Ethics (BJ)
- 180 Ancient and medieval (B)
- 190 Modern philosophy (B)

200 Religion(BL)

300 Social sciences (H)
- 301 Sociology (HM)
- 310 Statistics (HA)
- 320 Political science (J)
- 330 Economics (HB)
- 340 Law (K)
  - 341 International law (JX)
  - 342 Constitutional law and history (JQ)
  - 343 Criminal law (K)
  - 344 Marital law (K)
  - 345 United States statutes and cases(K)
  - 346 British statutes and cases (K)
  - 347 Law treatises (K)
  - 348 Canon law (Ecclesiastical law) (BL)
  - 349 Foreign law (K)

350 Public administration (JF)
360 Social welfare (HV)
370 Education (L)
380 Public service and utilities (HD2761)
- 381 Internal commerce (HE)
- 382 International commerce (HF)
- 383 Postal communication (HE)
- 384 Telecommunication (HE)
- 385 Railroad transportation (HE)
- 386 Inland waterway transportation (HE)
- 387 Marine and air transportation (HE)
- 388 Highway and urban transportation (HE)
- 389 Metrology and standardization (T50)

390 Customs and folklore (GR,GT)

400 Language (P)
410 Comparative (P)
420 English and Anglo-Saxon (PE)
430 Germanic languages (PF)
440 French, Provencal Catalan (PC2001)
450 Italian, Rumanian (PC1001)
460 Spanish, Portuguese (PC4001)
470 Latin and other Italic (PA2001)
480 Classical and modern Greek (PA)
490 Other languages
- Africa (PL)
- China (PJ)
- India/Pakistan (PJ)
- Japan (PJ)
- Middle East (PK)
- Slavic (PG)
- Southeastern Asia (PJ)

500 Pure science (Q)
510 Mathematics (QA)
520 Astronomy (QB)
530 Physics (QC)
540 Chemistry and allied sciences (QD)
550 Earth sciences (QE)
- 551 Geophysics and related subjects (QE)
- 552 Petrology (QE)
- 553 Economic geology (QE)
- 554 Geology of Europe (QE)
- 555 Geology of Asia (QE)
- 556 Geology of Africa (QE)
- 557 Geology of North America (QE)
- 558 Geology of South America (QE)
- 559 Geology of other parts of the world (QE)

560 Paleontology(QE700)
570 Anthropology and biology (GN,QH301)
- 571 Prehistoric archeology (CC)
- 572 Anthropology (GN)
- 573 Physical anthropology (GN)

574 Biology (QH301)
575 Organic evolution (QH301)
576 Microbiology (QR)
577 Philosophy of biology (QH301)
578 Micrososcopes and microscopy (QH201)
579 Collection and preservation (QH)
580 Botanical sciences (QK)
590 Zoological sciences(QL)

600 Technology (T)
607 Technical education and research (T60)
608 Patents (T201)
610 Medical sciences (R)
620 Engineering (TA)
630 Agriculture (S)
640 Home Economics (TX)
650 Business (HF5001)
660 Chemical technology (TP)
669 Metallurgy (TN)
670 Manufactures (TS)
680 Other manufactures (TS)
690 Building construction (TH)

700 The arts (N)
710 Landscape and civic art (SB469)
720 Architecture (NA)
730 Sculpture (NB)
740 Drawing and decorative arts (NC)
750 Painting (ND)
760 Prints and print making (NE)
770 Photography (TR)
780 Music (M)
790 Recreation (GV)

800 Literature (PN)
810 American literature (PS)
820 English literature (PR)
830 German literature (PT)
839 Other Germanic (PT)
840 French literature (PQ1)
849 Provencal and Catalan (PC2001)
850 Italian literature (PQ4001)
859 Rumanian (PC601)
860 Spanish literature (PQ6001)
869 Portuguese and Galician (PQ9000)
870 Latin literature (PA6000)
879 Other Italic (PA6000)
880 Greek literature (PA3050)
889 Byzantine and Hellenic (PA3050)
890 Other literatures (PL)

891 Other Indo-European (PL)
892 Semitic and Hamito-Semitic (PJ)
893 Hamitic literatures (PJ1001)
894 Finno-Urgric and other (PH)
895 Far Eastern literatures (PL)
896 African literatures (PL)
897 North American Indian (PM)
898 South American Indian (PM)
899 Austronesian (PL)

900 History (D)
910 Geography (G)
920 Biography of individuals not clearly belonging to any specific subject (CT)
930 Ancient history (DE)
940 Europe (D)
941 Scotland and Ireland (DA750)
942 England (DA)
943 Germany (DD)
and central Europe
944 France (DC)
945 Italy (DG)
946 Spain (DP)
and Portugal (DP501)
947 USSR and adjacent areas (DK)
948 Scandinavia (DL)
949 Other areas of Europe
949.2 Netherlands (DH,DJ)
950 Asia (DS)
951 China (DS701)
and Korea (DS901)
952 Japan (DS801)
and adjacent areas
953 Arabian Peninsula (DS201)
954 Subcontinent of India (DS)
955 Iran (Persia) (DS251)
956 Near East (Middle East) (DS41)
957 Siberia (DK750)
958 Central Asia (DS)
959 Southeast Asia (DS)
960 Africa (DT)
970 North America (E)
971 Canada (F1001)
972 Mexico and Caribbean (F1201)
973-979 United States (F)
980 South America (F1401)
(includes works on Latin America)
990 Pacific Ocean islands (DU)
997 Atlantic Ocean islands
998 Arctic Regions
999 Antarctic Regions

VII. Reports on Interlibrary Loan Transactions

VII. 1. Symbols for the identification of resource libraries in the Network

New York State Library.....N
Brooklyn Public Library.....NB
Buffalo and Erie County Public Library.....NBU
Rochester Public Library.....NR
Columbia University Libraries.....NNC
Cornell University Libraries.....NIC
Engineering Societies Library.....NNE
New York Academy of Medicine.....NNN
New York Public Library.....NN
New York University Libraries.....NNU
Teachers College Library.....NNC-T
Union Theological Seminary.....NNUT
American Museum of Natural History.....NNM

VII. 2. Symbols for reporting

VII 2.a. Requests ineligible for referral in the Network

Requests may be coded ineligible for referral in the NYSILL Network by the originating library, the library transmitting the request, or the Interlibrary Loan Unit of the State Library. The State Library will attempt to fill these requests from its own collections. Reports on these transactions will be coded as follows:

Report symbol	Meaning
A.	Request filled from State Library's holdings and mailed. Transaction completed.
B.	Photocopy sent by State Library. If the request was for original material and it was only possible to supply photocopy, the completed transaction will be reported B. It will not be used for requests for which the State Library customarily supplies photocopy. Transaction completed.
C.	Not on shelves in State Library. Request again. This notation applies to materials not expected to be available within 30 days. Transaction completed.

Report Symbol	Meaning
D.	Not on shelves in State Library. Reserved. This notation applies to materials in circulation. Transaction completed.
E.	This notation applies to books which the State Library does not own. Transaction completed.
F.	Inadequate citation. Request cancelled. Resubmit if more complete information is available.
GN.	In State Library. Does not circulate. Transaction completed.

VII 2.b. Requests eligible for referral in the Network

Requests are coded eligible for referral in the NYSILL Network by the library transmitting the request to the State Library. The Interlibrary Loan Unit will also evaluate the suitability of these requests for referral. Reports on these transactions will be coded as follows:

Report Symbol	Meaning
A.	Request filled from the State Library's holdings and mailed. Transaction completed.
B.	Photocopy sent by State Library. If the request was for original material it was only possible to supply photocopy, the completed transaction will be reported B. It will not be used for requests for which the State Library customarily supplies photocopy. Transaction completed.
F.	Inadequate citation. Request cancelled. Resubmit if more complete information is available.
G-	Does not circulate in area/subject centers. The code for the referral library at which the book does not circulate will follow the hyphen.
H-	Material requested owned by referral library, but not available for circulation at time of request. The code for the referral site will follow the hyphen.

Report symbol	Meaning
J.	Request considered ineligible for further referral. Cancelled.
K.	Request referred to an area or to a subject referral library.
M-	Material not owned by a specific referral library. The code for the referral library will follow the hyphen.
P-	Request filled at referral library. The code for the referral site will follow the hyphen.
PB-	Photocopy sent by referral library in lieu of original, as requested. The code for the referral library will follow the hyphen.
S.	Material requested not found in the network. Transaction completed.
SN.	Not supplied through network. Reserved at State Library.

Note: The State Library has discontinued the use of the term No Report in TWX messages.

A regular schedule of following up unfilled requests has been instituted by the Interlibrary Loan Unit. The request sites will be asked to supply a list of requests which their records indicate are unfilled, on a schedule established by the Interlibrary Loan Unit.

VIII. Policy Governing the Loan of Materials

VIII 1. Loans by the New York State Library

Loans from the collection of the State Library are governed by the State Library's usual rules on interlibrary loans as set forth in The New York State interlibrary loan policy, December 1, 1966 **(see Chapter VIII).**

VIII 2. Loans by the contracting libraries in NYSILL

Materials lent by the contracting libraries in the New York State Interlibrary Loan Network are subject to the controls established by and individual to each of the contracting institutions. The lending library should forward instructions with each item, specifying the following:

VIII 2.a. Whether materials are restricted to use within the borrowing library.

VIII 2.b. Whether the material may or may not be photocopied or otherwise reproduced.

VIII 2.c. Whether the material requires any special care or handling.

VIII 2.d. Whether the material should be insured upon return.

VIII 3. Addressing and mailing

VIII 3.a. All items mailed in the network transactions should be clearly marked: ATTEN: INTERLIBRARY LOAN LIBRARIAN.

VIII 3.b. Addresses of libraries in New York State may be found in the New York State Education Department publication, "Organization and Institutions," the well known Handbook 24.

VIII 4. Renewals

Renewal requests must be negotiated between the library receiving and the library lending the materials. Renewals will be granted at the discretion of the lending library.

VIII 5. Photocopy (or other reproduction)

VIII 5.a. Materials can be supplied in reproduced copy not to exceed 24 pages.

VIII 5.b. Materials supplied in reproduction should be clearly marked with the correct bibliographical citation and with the name of the library at which the original is located.

VIII 5.c. All material under copyright will be reproduced only once per requestor and the copy shall be stamped or marked "Reproduced in single copy for reference purposes only. Further reproduction is not authorized."

IX. THE NEW YORK STATE LIBRARY INTERLIBRARY LOAN POLICY*

I. This policy is enunciated in accordance with the terms of the General Interlibrary Loan Code of 1956[1], to which the State Library gives general adherence, as provided in Section 1, Paragraph 3 as a "special code to widen and extend its purposes" to make them compatible with the role of the State Library.

II. The State Library has two major functions, one, to serve the government of the State of New York, and two, to support all of the other libraries in the State. The legal relation of the State Library to other libraries is radically different from the legal relation of other research libraries to libraries in general. The State Library is designed to serve other libraries as a central agency and aims, as far as its collections and facilities permit, to meet their needs. This interlibrary loan policy is, therefore, quite liberal. Duplicates of some reference books are available for lending. Lending to other libraries in New York State is a function of the unique structure of the University of the State of New York and is viewed by the Regents as one form of State assistance.

III. The following may borrow from the State Library books which are available for loan and which are not available in local libraries:

1. All institutions in the University of the State of New York. In order to make maximum use of local resources, libraries which are members of library systems are expected to borrow through their system headquarters.

2. Special libraries serving industry, research institutions, etc.

IV. With the following exceptions, all books, regardless of the section of the State Library in which they are housed, are available for lending:

1. Books in special collections, used for reference. These may, at the discretion of the State Librarian, be loaned in cases of special need. Materials in the law and medical libraries, which may not be considered appropriate for lay use, may, at the discretion of the State Librarian, be loaned, only where the borrower is identified as a member of the appropriate profession.

2. Periodicals not available in the local library system will not be circulated unless duplicate copies are available, with rare exceptions for special circumstances. The State Library, however, will supply copies of articles of less than 10 pages, gratis. Libraries should be careful to indicate, either by pagination or by title, the material in a given journal in which they are interested. A charge for each page of longer articles will be made. Violations of copyright regulations which any copying may involve are the responsibility of the borrowing library.

3. Manuscripts and books of exceptional rarity

4. Genealogies and local histories of which no duplicate copies are available.

V. The borrowing library is responsible for the care and return of each book sent from the State Library. Lost and damaged books must be paid for at a rate to be determined by the State Librarian. Presently, books costing $5 or less will be paid for at the rate of $10. To the cost of any book which will be more than $5, an additional $5 will be added to cover the costs of processing. Replacement copies will not be accepted.

VI. Copies of materials not available for loan and which are not supplied gratis, as indicated above, may be purchased from the State Library in accord with the following regulations:

1. Only library material reproduced
The State Library will undertake the reproduction of only such material as is in its collections and is, in the opinion of

---

* Revised Dec. 1, 1966.

the library authorities, properly available for duplication.

2. Fee for service only

The State Library does not sell the photocopies but merely performs the service of copying. The fee paid is exclusively for such service.

3. Copyright

All responsibility for questions of copyright that may arise in this copying and in the use made of the copies must be assumed by the applicant. Copyrighted material will not be reproduced beyond recognized "fair use" without the signed authorization of the copyright owner.

4. The library reserves the right, at its discretion and without explanation, to restrict the use of further reproduction of rare or valuable material and to make special quotations on material involving unusual difficulty, including material over quarto size. Single copies only will be made of any material photocopied.

5. Mailing

Unless otherwise requested, all orders to be mailed will be sent by first class mail, or, if bulky, by railway express or parcel post, for which the customary fee will be charged. The library is not responsible for loss or damage in transit.

6. Payment

Make checks and money orders payable to the New York State Library.

7. Rates

Each photocopy print..... 10¢

8. Forms

The State Library will be glad to supply, on request, forms for ordering photocopies.

Reprinted from

THE BOOKMARK, 26:167-8, 1967 (March)

X. The Contracting Libraries in NYSILL

X. 1. Period of the experiment

The period of participation for the Area Referral Centers and the Subject Referral Centers in the New York State Interlibrary Loan experiment is fixed and mutually agreed upon with the New York State Library by contract.

X. 2. Loan of materials not mandatory

The contracting library may lend its materials at its own discretion under the terms of the contract.

X. 3. Form of materials not restricted or prescribed

The contracting library may supply materials requested of it in any form at its discretion.

X. 4. Loan of materials to the vicinity of each contracting library not mandatory

The contracting library will not be expected to mail materials for the use of readers within approximately 60 miles unless it is its present policy to do so, or unless there be extenuating circumstances as in the instance of a physically handicapped reader.

X. 5. Integrity of the network

Interlibrary loan requests which come to the libraries contracting in NYSILL may be refused on a direct basis and referred to the network, except as described under Special referral patterns.

X. 6. Reimbursement expected to encourage interlibrary loan

Libraries contracting in NYSILL are expected to liberalize their present loan policies because NYSILL is a reimbursed program. In order to assure that prompt attention willl be given to NYSILL, contracting libraries must report on requests referred to them within five working days in order to secure compensation for searching or filling requests.

X. 7. Financial autonomy of contracting libraries

Participating contracting institutions are free to expend the monies derived under their contracts in NYSILL in any way they see fit.

X. 8. Teletype installations

The New York State Library will provide each contracting library with a teletype machine to receive, transmit and report on the transactions in the NYSILL program.

X. 8. Teletype installations

The New York State Library will provide each contracting library with a teletype machine to receive, transmit and report on the transactions in the NYSILL program.

XI DIRECTORY OF NYSILL CONTRACTING LIBRARIES

The following is a list of the public, academic and research libraries which are serving as referral agencies in the New York State Interlibrary Loan Network. These libraries are reimbursed for serving as statewide resource agencies. The three public libraries serve as Area Referral Centers; the academic and research libraries serve as Subject Referral Centers. (See Chapters I and II for an explanation of these functions.)

Although the Area Referral Centers have primary responsibility for specific geographic areas and the Subject Referral Centers are responsible for specific subject areas, requests are directed to any Center which may appropriately be asked to supply materials requested.

American Museum of Natural History
Central Park West & 79th Street
New York, New York 10024
212-873-1300 Ext. 133

Status: Subject Referral Center

Librarian: Mr. Thomas Bassler

NYSILL Librarian: Miss Sandra Bernstein
Reference Librarian

Subject Responsibilities:

Biology
Botany

Teletype Number: To be assigned

Brooklyn Public Library
Grand Army Plaza, Ingersoll Building
Brooklyn, New York 11238
212-789-1212

Status: Area Referral Center

Librarian: Mr. John Frantz

NYSILL Librarian: Mr. Roland Dickson
Assistant Coordinator of Central Service

Teletype Number: 710-584-2253

Buffalo and Erie County Public Library
Lafayette Square
Buffalo, New York 14203
716-856-7525

Status: Area Referral Center

Librarian: Mr. Joseph Rounds

NYSILL Librarian: Miss Laura A. Guess
Interlibrary Loan Librarian

Teletype Number: 710-522-1209

Columbia University
Morningside Heights
New York, New York 10027
212-280-1754

Status: Subject Referral Center

Librarian: Dr. Richard H. Logsdon

NYSILL Librarian: Miss Rita Keckeissen
Assistant Head of Reference

Subject Responsibilities:

American Literature
Anthropology
China
Classical History
Classical Languages
French Literature
German Literature
Italian Literature
Japan
Journalism
Law-Foreign
Mathematics

(Columbia University cont'd)

Philosophy
Slavic

Technical Reports

Teletype Number: 710-581-6126

Cornell University
Ithaca, New York 14850
607-275-4144

Status: Subject Referral Center

Librarian: Dr. David Kaser

NYSILL Librarian: Mrs. Caroline Spicer
Reference Librarian

Subject Responsibilities:

Agriculture
Bibliography
Botany
Chemistry
India/Pakistan
Law - Anglo American
Physics
Political Science
South East Asia
Zoology

Teletype Number: 510-255-9301

Engineering Societies Library
345 East 47th Street
New York, New York 10017
212-PL2-6800 Ext. 287

Status: Subject Referral Center

Librarian: Mr. Kirk Cabeen

NYSILL Librarian:

Subject Responsibilities:

Engineering
Technology

Teletype Number: 710-589-4536

Monroe County Library System
115 South Avenue
Rochester, New York 14604
716-546-6990

Status: Area Referral Center

Librarian: Mr. Harold S. Hacker

NYSILL Librarian: Mrs. Elizabeth Chase
Interlibrary Loan Librarian

Teletype Number: 510-253-5781

New York Academy of Medicine
2 East 103rd Street
New York, New York 10029
212-TR6-8200

Status: Subject Referral Center

Librarian: Miss Gertrude L. Annan

NYSILL Librarian: Miss Florence A. Lyons
Reference Librarian

Subject Responsibilities:

Medicine
Psychology

Teletype Number: 710-581-6131

New York Public Library
Reference Department
Fifth Avenue and 42nd Street
New York, New York 10018
212-695-4200

Status: Subject Referral Center

Librarian: Mr. Edward Freehafer

NYSILL Librarian: Miss Dawn Pohlman
Assistant to the Deputy Director

Subject Responsibilities:

Africa
Astronomy
Canadian History
Economics
English History
English Literature
French History
Geography
Geology
German History
Italian History
Latin American History
Middle East
Modern European Language
Music
Netherlands History
Patents
Scandinavian History
Sociology
Spanish History
Spanish Literature
Transportation
U. S. History

Teletype Number: 710-581-6026

New York State Library
Albany, New York 12224
518-474-5383

Status: Switching Center

Librarian: Mr. Mason Tolman

NYSILL Librarian: Mrs. Mary Felix
Associate Librarian
Interlibrary Loan Section

Teletype Number: 710-441-8254
710-441-8255
710-441-8269
710-441-8238

New York University
Washington Square
New York, New York 10003
212-777-2000

Status: Subject Referral Center

Librarian: Dr. Charles F. Gosnell

NYSILL Librarian: Mrs. Edith Wise
Head of Reference

Subject Responsibilities:

Africa
Astronomy
Canadian History
Economics
English History
English Literature
French History
Geography
Geology
German History
Italian History
Latin American History
Middle East
Modern European Language
Music
Netherlands History
Patents
Sociology
Spanish History
Spanish Literature
U. S. History
Transportation

Teletype Number: 710-581-6019

Teachers College
525 West 120th Street
New York, New York 10027
212-870-4222

Status: Subject Referral Center

Librarian: Dr. Sidney Forman

NYSILL Librarian: Mr. Andres Juriado
Reference Department

Subject Responsibilities: Education

Teletype Number: 710-581-4433

Union Theological Seminary
3041 Broadway
New York, New York 10027
212-M02-7100

Status: Subject Referral Center

Librarian: Mr. Robert F. Beach

NYSILL Librarian: Miss B. Marjory Griffis
Reference Librarian

Subject Responsibilities: Religion

Teletype Number: 710-581-6125